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**GOVERNMENT OF SIERRA LEONE
PROJECT FIDUCIARY MANAGEMENT UNIT –PFMU
MINISTRY OF FINANCE
DATE OF ISSUE: 27th August, 2020
SIERRA LEONE ECONOMIC DIVERSIFICATION PROJECT
RECRUITMENT OF A TOURISM SPECIALIST**

The Government of Sierra Leone with support from the World Bank is preparing an Economic Diversification Project (SLEDP). A large part of this project is focused on the tourism sector.

Sierra Leone possesses pristine beaches and islands, mountains and rich biodiversity, interesting wildlife, rich cultural capital among people and its special place in the world history of anti-slavery movement as ‘the land of the free.’ The Government of Sierra Leone (GoSL) has officially prioritized tourism in the newly formulated National Development Plan 2019 - 2023. The new National Tourism Policy states the goal of tourism in Sierra Leone is to “generate foreign exchange, encourage even development, promote tourism-based rural enterprises, generate employment, accelerate rural-urban integration and foster socio-cultural unity among the various regions of the country through the promotion of domestic and international tourism.” (GoSL, 2017). Its National Ecotourism Policy states the goal of receiving 20,000 international and 30,000 domestic ecotourism visits to sites by 2025 (GoSL, 2017).

A Project Coordinating Unit (PCU) will be set up in the Ministry of Finance to provide the necessary technical, advisory and financial support for the adequate implementation, management and coordination of the Project; ensure that M&E systems for project and sector-wide analysis systems are upgraded and sustained; and implement a robust citizen engagement and communications program for project and sector inclusiveness.

A Tourism Specialist is required within the PCU in order to help manage and coordinate the implementation of the project’s tourism.

II. Objectives

The Tourism Specialist will support the Directorate of Tourism to facilitate the operational and technical implementation of the Tourism activities within the project.

The specialist will work closely the Project Coordinator, the PCU staff and the Ministry of Tourism and Cultural Affairs to support the activities under the project’s components and will work with public and private sector stakeholders, consultants, and the World Bank team to ensure the timely and high-quality implementation and completion of the activities.

III. Scope of Work

While the Project Coordinator will be responsible for the overall project and its results, as well as high-level dialogue and coordination, the Tourism Specialist will work on the day-to-day management of the tourism activities of the project, specifically focusing on implementation of the activities, close liaison with consultants, MoTCA and ensuring deliverables are produced in a timely manner and of acceptable quality. The main tasks envisioned in the first phase of this assignment is the successful hiring of several key consultancies, overseeing the timeliness of consultants and ensuring the quality of their deliverables. The Specialist will support the MoTCA and other relevant government agencies to manage and coordinate the implementation of the project activities related to tourism support. The specialist will also assist the Director of Tourism with coordination of Public-Private dialogue through the Tourism Sub-PPC.

The functions include:

- a) Support the PCU on the implementation of project activities related to tourism.
- b) Support tourism development initiatives
- c) Monitor and support the programming, operational management relating to tourism activities of the project including assisting MoTCA with TORs, managing consultants, technical reviews and approvals of consultant outputs, from design to completion within the required timeframe
- d) Ensure that the component activities are completed according to plans, working closely with project stakeholders and beneficiaries
- e)
- f) Support the project coordinator in the resolution of any tourism technical issues that may arise or any project management process issues, if need in consultation with MoTCA and the WB tourism specialist.

The specific tasks of the tourism specialist are as follows:

- Preparation and coordination of planning for the tourism activities of the project including the development of work plans, training, workshops (in coordination with MoTCA) and site development
- Advise the Project Coordinator on operationalization of activities, cost implications, variations in deadlines, and problem solving, so that potential sources of delay can be identified quickly
- Support the MoTCA in drafting, reviewing and finalizing technical Terms of Reference for the implementation of the tourism activities, integrating the advice of the technical committee and other stakeholders, including the World Bank
- Support the MoTCA and other stakeholders on the implementation of studies and activities of the project
- Advise the specific technical deliverables of consultants employed by the project to ensure high quality studies, reports, activities and deliverables
- Assist in the selection process of consultants related to tourism activities
- Produce quarterly reports on the tourism activities including photographic documentation of progress on physical implementation
- Work with the PCU M&E specialist and the MoTCA in the development of surveys and data collection systems for project monitoring and evaluation

- In coordination with the Project Fiduciary Management Unit (PFMU), monitor contract management to ensure that existing contracts and their terms are met within the agreed timeframe and modified as necessary, and advise on resolving contractual issues

III. Contracting

This position will report to the PCU Coordinator with inputs from MoTCA. The position will be on a consulting contract for 6months, which, if successful based on evaluation by the PCU, MoTCA and PSC, as well as feedback from the WB, will be transitioned to an annual contract under the Project Coordinating Unit (PCU). The PCU contract can be renewed annually, dependent on satisfactory performance, for the duration of the project (5 years). The position is full time and located in Freetown.

IV. Qualifications

The Tourism Specialist must fulfill the following criteria:

- A Master's Degree in a related field such as tourism, business administration or economics (an advanced degree in related field would be a plus), with post graduate training in tourism.
- Related professional experience of 5 – 10 years in support for tourism activities
- Demonstrated knowledge and experience both the public and private sector
- Knowledge of Sierra Leone's tourism industry
- Proven track record in project implementation particularly donor funded projects would be an advantage
- Capacity to coordinate public-private and community dialogue processes a plus
- Familiarity with World Bank (or similar) procedures and practices is an advantage
- Proven evidence of work done
- Excellent computer skills including but not limited to MS Word, Excel, Project and Power Point
- Excellent writing and communication skills including making presentations and public speech.
- Must have proven integrity, versatility and clean record.
- Three recommendations
- Fluency in English

Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

**The Secretariat
Project Fiduciary Management Unit
Ministry of Finance
Africanus House, 1st Floor
13A Howe Street
Freetown, Sierra Leone**

**Or by E-mail application as attachment (including all supporting documents)
to: sleconomicdiversification@gmail.com**

Please indicate clearly on the envelop (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

Closing Date: The Closing Date and time for receipt of applications is **10th September, 2020 at 4:00 pm GMT.**

Only short-listed candidates will be contacted.